

**DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Public & Private Services, Wallingford, CT

Job Posting No: 081552

Hours: First Shift, Full-Time, Monday-Friday

Salary: \$2133.95 bi-weekly

Closing Date: January 14, 2013

Eligibility Requirement: Candidates must have applied for and passed the Developmental Services Case Manager Exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: This Case Manager position is responsible for serving individuals in Public & Private Community Living Arrangements(CLA), as well as Private CRS and IHS. All individuals are on the Comprehensive Waiver. Caseload size is approximately 40-45 individuals in the greater New Haven and greater Middletown areas.

Responsibilities consistent with the Case Management job description. Responsibilities include team facilitation and leadership in completing Individual Plans, ensuring completion of Individual Progress Reviews, completing Quality Service Reviews and budgets, timely completion of case management running notes and maintenance of master files. Compliance with CMS regulations of Targeted Case Management, maintaining documentation according to DDS and federal regulations. Involvement with Probate Court, legal system, benefit and medical information and portability process, as needed. The Case Manager is also responsible for communication between DDS, provider agencies and guardian/parents of the client. Ability to flex schedule in response to consumer needs and emergency situations necessary. QMRP qualified individuals requested.

General Experience:

Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

Special Requirements:

- 1 Incumbents in this class may be required to possess fluency in a foreign language for designated positions.
- 2 Incumbents in this class may be required to travel.
- 3 When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities **must be eligible for certification as a Qualified Mental Retardation Professional as required by Federal regulations.**

Special Experience:

Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience.
3. A Master's degree in Social Work may be substituted for the General and Special Experience.
4. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience.
5. For State Employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience.
6. For State Employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the Special Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 employment application which can be located at www.das.state.ct.us, cover letter, resume, last two (2) performance appraisals or two (2) letters of reference. Please reference the position number on submitted documentation. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**DEPARTMENT OF DEVELOPMENTAL SERVICES
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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.